

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
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CENWD-IM
Memorandum
No. 1-1-52

15 August 2003

Administration
OFFICIAL BULLETIN BOARDS

History. This issue is a revision of a previous North Pacific Division Memorandum and is being converted to a Northwestern Division Memorandum (NWDOM) due to restructuring of the Northwestern Division.

Summary. This memorandum covers the rules of establishing and using official bulletin boards within the division headquarters. Changes to the previous edition are **bolded** for ease of identification.

1. PURPOSE. To provide guidance on establishment, maintenance and use of bulletin boards as authorized media for communicating with employees.
2. APPLICABILITY. This memorandum is applicable to all elements of Headquarters, **Northwestern Division (HQNWD).**
3. RELATED REFERENCE. Title 41, Code of Federal Regulations, subparagraph 101-20.309 (Posting and distributing materials).
4. RESPONSIBILITIES.
 - a. The Director of Information Management will provide and maintain an official **Northwestern** Division bulletin board in the Custom House. It will be sufficiently well appointed to reflect its importance to the command information efforts of **Northwestern** Division and of sufficient size to accommodate the requirements of this memorandum. Each of the segments defined in paragraph 6 will be adequately labeled and segregated.
 - b. The senior Director or Office Chief to whom **HQNWD** employees working in buildings other than the Custom House report, is responsible for providing a subsidiary bulletin board to meet the requirements of this memorandum for employees in those buildings.

*This memorandum supersedes NPDOM 1-1-52, 1 January 1995.

c. Offices assigned permanent space on bulletin boards will review posted material quarterly to ensure all information is current, correct and neatly displayed.

d. Offices not assigned permanent space on bulletin boards will forward items for posting to the Records Administrator **located** in the Directorate of Information Management (**CENWD-IM**).

e. Employees placing personal notices on the bulletin board may do so for up to 30 days at a time by preparing a notice no larger than 8 x 5 inches identifying the event or item and dating the card.

f. The Records Administrator will remove all outdated **or undated** material upon discovery.

5. MATERIAL ELIGIBLE FOR POSTING. The following types of notices or information bulletins may be posted on bulletin boards.

a. Official Corps related business notices.

b. Request for funds for welfare, health and other purposes approved by the Division Commander.

c. Notices to employees by concessionaires, employee groups or other organizations recognized by the **Northwestern** Division or specifically authorized by the Commander.

d. Personal notices of Corps employees such as sale of an employee's home or a request for carpool participation provided they are prepared as in paragraph 4e above.

e. **IFPTE Local 97 will be the sole determiner of information placed on their portion of bulletin boards supporting HQNWD employees working in the Custom House or in buildings other than the Custom House.**

6. ASSIGNMENT OF BULLETIN BOARD SPACE.

a. The official bulletin board will have the following labeled portions:

LABEL

RESPONSIBLE OFFICE

OFFICIAL NOTICES

Executive Assistant

EEO

Equal **Employment** Opportunity Office

<u>LABEL</u>	<u>RESPONSIBLE OFFICE</u>
HEALTH UNIT	Directorate of Human Resources
SAFETY	Safety Office
PERSONNEL	Directorate of Human Resources
SECURITY	Security and Law Enforcement Office
CURRENT EVENTS	Event Chairpersons or Proponent Manager
FUTURE EVENTS	Event Chairpersons or Proponent Manager
LOST AND FOUND	Directorate of Information Management
FEB	Executive Assistant
ROSE	ROSE Committee
UNOFFICIAL	Directorate of Information Management
FOR SALE	Directorate of Information Management
IFPTE LOCAL 97	IFPTE


b. The Director of Information Management will, from time to time, propose changes to this list for the Commander's approval.

7. PROHIBITION ON POSTING INFORMATION. In order to encourage employees to view the bulletin board often, all informational and/or promotional materials will be posted on the official bulletin board, and nowhere else, in the Custom House. To maintain a professional appearance and facilitate the maintenance of the Custom House, there will be no posting of

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announcements or information in hallways, elevators, rest rooms, windows or walls. Changes to bulletin board allocations may be proposed to the Director of Information Management who will make a recommendation to the Commander.

FOR THE COMMANDER:


WILLIAM J. JENNINGS
Executive Assistant

DISTRIBUTION:

Directors, Office and Division Chiefs

<http://www.nwp.usace.army.mil/im/r/regs/nwdom.html>